



FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

SEPTEMBER, 2002

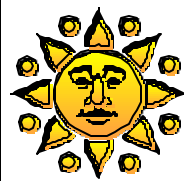
Issue No. 2

INSIDE THIS ISSUE:

FEATURE ARTICLES



**Regulatory
Issues
Page 3**



**Food For Thought
Page 3**



**Professional
Development
Page 4**

Available on-line at:

http://www.michigan.gov/mde/1,1607,7-140-6525_6530_6569---,00.html

Attachments	Page
Calendar of Events	5
ServSave Exam Registration Form	6
Statewide Training Schedule	7
Statewide Training Registration Form	8-9
School Food Service Fall Conference Topics & Objectives	10
School Food Service Fall Conference Registration Form	11
School Food Service Fall Conference Hotel Registration Form	12

NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022





Regulatory Issues

Electronic Funds Transfer

As of mid August, School Meals Program claim reimbursement payments were made via electronic funds transfer (EFT) instead of mailing a state warrant. Notification was sent in July to all participants in the program along with information on how to establish an EFT account. All public school districts will already be set up for EFT as that is the method of payment for state aid funds. Any School Food Authority that is listed as an EFT vendor with the State of Michigan will automatically have all funds distributed from the Department of Education into the financial institution account designated on the MAIN vendor file. School Meals Program funds will not be combined with any other funds and we will continue to send status reports from our office detailing payment information.

If a non-public school or residential child care institution is not registered as an EFT vendor, a state warrant will be mailed. It will be sent to the address on file on MAIN which is the State of Michigan's centralized database that is maintained by the Department of Management and Budget. Anyone receiving payments from the State must be registered there and all information kept current. **Any school or agency not registered on the MAIN vendor file will not be able to receive payments until they do so.**

A reminder to all School Food Authorities: as a recipient of federal and state funds, it is your

responsibility to make sure accurate information is stored on the MAIN vendor file. While your organization should already be registered, extra care must be taken to assure the address and other information is consistent to that stored on the MDE grant system as well as the School Meals Program system. In addition, whenever an update is made to the MAIN vendor file, it will be your responsibility to contact MDE so that the update can be made to both of these systems.

If you want to register for EFT, update your address information, or have questions regarding either process, contact the Vendor Registration Help Line (toll free) at 1-888-734-9749. The web site address is: www.cpexpress.state.mi.us.

Eligibility Guidance for School Meals

Are you the person designated to review applications and make the determination of eligibility for free and reduced price meals for the current school year? Unsure of what income should be counted in the household income? What is a considered a household? The *Eligibility Guidance for School Meals Manual* contains information on determining students' eligibility for free and reduced price meals under 7 CFR Parts 210 and 220, the National School Lunch Program (including afterschool snacks and commodity schools) and the School Breakfast Program. It is also applicable to the Special Milk Program, 7 CFR Part 215, for schools that serve free milk to eligible students. The Manual can be downloaded and printed from this website:

<http://www.fns.usda.gov/cnd/menu/whatsnew/WhatsNew.htm>

Also, there is a memo from the USDA titled "Updated Guidance for Homeless Children in the

School Nutrition Programs.” It gives clear guidelines about how to determine the eligibility status of homeless children. Click on this website link for more information.

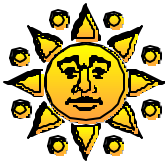
<http://www.fns.usda.gov/cnd/Lunch/Governance/Policy/HomelessMemo.final.pdf>

**Celebrate
National School Lunch Week
October 14 - 18, 2002**



“Stars, Stripes and School Lunch.”

For menu ideas, recipes and other promotional materials, please visit the ASFSA website at:
<http://www.asfsa.org/meetingsandevents/nslw/>



Food For Thought

“Gone Fishin” a follow-up”

Many of you had the opportunity to participate in the ***Fish!*** activity presented at the Single Unit/Head Cook workshops in June. The four principles – “Play”, “Make Their Day”, “Be Present” and “Choose Your Attitude” allow us to reflect how we can make a difference in our personal lives and at our workplace if we use these principles daily.

The workshop attendees brainstormed ideas for ways to use the ***Fish!*** principles at their workplace. Here are their ideas:

“Play”

- T Laugh – find humor in situations
- T Train boss to have fun
- T New bright colors, posters and decorations
- T Theme days – dress up
- T Contests – have contests and puzzles to gain interest
- T Age appropriate music played in the lunchroom
- T Sing Happy Birthday to students
- T Be part of school wide theme days and school spirit promotions

“Make their Day”

- T Customer interaction
- T Talk and joke with customers
- T Make them feel welcome
- T Happy atmosphere
- T Positive workers showing a good attitude
- T Go the extra mile
- T Be open for suggestions/changes
- T Treat customer according to the Golden Rule
- T Always wear a smile
- T Sing Happy Birthday to students and employees

“Be Present”

- T Use students’ and employees’ first names
- T Greet with smiles and say Hello
- T Make your job a #1 priority
- T Take time to listen before you react
- T Announce student birthdays
- T Come to work physically, mentally and emotionally ready to work
- T Listen to students and fellow employees
- T Good eye contact

Stop and focus on individuals no matter how busy you are or how meaningless it may seem

“Choose Your Attitude”

Don't bring personal problems to work

Smile

Allow yourself extra time in the AM to reflect what type of attitude you are choosing today

Teamwork – communicate “you can't do it alone”

How are your ***Fish!*** principles stacking up? We want to hear how these principles have been implemented in your workplace. Please send any information via mail or email to:

Linda Stull, School Meals Consultant
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909
Stulll@michigan.gov

Your successes will be shared with others in future issues of food scoop.



Fall Conference

Mark your calendars for the 38th Annual Conference for School Food Service Directors on October 23-25, 2002 at Shanty Creek in Bellaire, MI. Forms for conference registration and lodging reservations are attached to this issue of Food

Scoop. Watch your mail for additional information.

ServSafe Examination

The School Food Service Training Task Force is administering the ServSafe Examination. It will be a proctored exam held as a pre-conference to the School Food Service Directors Conference on Tuesday evening. The cost to take the exam is \$32 for MSFSA members and \$55 for non-members. Please see the attached flyer for more details and to register.

For those in Lenawee County...

Back To School
Workshop Announcement

September 11, 2002
Lenawee ISD
Education Service Center's Professional
Development Center Room
4107 North Adrian Highway
Adrian, MI 49221
2pm-3pm

<div>SEPTEMBER 2002</div> <div>CALENDAR OF EVENTS</div> <div>CHILD NUTRITION PROGRAM</div>	<div>Michigan State Board of Education</div> <div>Kathleen N. Straus, President</div> <div>Sharon L. Gire, Vice President</div> <div>Michael David Warren Jr., Secretary</div> <div>Eileen L. Weiser, Treasurer</div> <div>Marianne Yared McGuire, NASBE Delegate</div> <div>John C. Austin</div> <div>Herbert S. Moyer</div> <div>Sharon Wise</div> <div>Thomas D. Watkins, Superintendent</div> <div>Governor John Engler, Ex-Officio</div>
SEPTEMBER 2002	
10	August Monthly Claim Due
17	New Directors Training in Lansing
18	New Directors Training at Wayne RESA
29	July Monthly Claim Deadline
October 2002	
10	September Monthly Claim Due
14-18	National School Lunch Week Theme -“Stars, Stripes and School Lunch.” http://www.asfsa.org/meetingsandevents/nslw/
23-25	School Food Service Directors and Supervisors - 38 th Annual Fall Conference
30	August Monthly Claim Deadline

**School Food Service Training Task Force
Presents:
ServSafe Examination**

Where? **Shanty Creek Resort, Bellaire, MI**

When? **Tuesday October 22, 2002**

Time? **6:30-9:30 p.m.**

Who? **All Food Service Directors or Managers wishing to take the exam. This is your chance to take the exam (without taking the course).**

Why? **The Statewide Training Program offers certification opportunities to MSFSA members. This exam is another service provided to you, to meet your professional goals.**

Upon successful completion of exam your certification will be issued from NRA as "ServSafe" certified.

Cost? MSFSA Members: \$32.00 Non Members: \$55.00
Make check payable to MSFSA

Mail to? Michigan Department of Education
Statewide Training Program School Meals Program
P.O. Box 30008
Lansing, MI 48909

Deadline? **October 1, 2002 (no exceptions). SPACE IS LIMITED!**
No confirmation will be sent.

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Tear Here and Return Bottom Portion with Check Attached.

YES! I want to take the ServSafe exam October 22, 2002.

Name (Please Print)	School District
Address:	
Phone with Area Code:	Email Address:

STATEWIDE TRAINING PROGRAM CLASS SCHEDULE 2002

**NOTE: All registrations must be in the MDE office before the deadline dates --
registrations received after the deadline dates will be returned!**

SCHOOL FOOD SERVICE BASICS - 100

Fee: Member \$18.00 and Non-Member \$25.00

Location	Dates/Times	Instructor
Mason-Lake ISD Boardroom 2130 West US-10 Ludington, MI 49431 <u>Deadline: September 11, 2002</u>	September 25, 26, 2002 3:00 p.m. - 8:00 p.m.	Katie Petersen
Lenawee Vo-Tech Center Adrian	September 25, 26, 2002 Class Cancelled - To Be Rescheduled	Paula Kerr

SANITATION AND FOOD SAFETY - 130

Fee: Member \$18.00 and Non-Member \$25.00

Location	Dates/Times	Instructor
Mason-Lake ISD Boardroom 2130 West US-10 Ludington, MI 49431 <u>Deadline: September 4, 2002</u>	September 18, 19, 2002 3:00 p.m. - 8:00 p.m.	Katie Petersen
Paw Paw High School 30609 Red Arrow Hwy. Paw Paw, MI 49079 <u>Deadline: October 18, 2002</u>	November 1, 2002 (8:00 a.m.- 5:00 p.m.) November 4, 2002 (3:00 p.m.- 5:00 p.m.)	Diane Tosh

COST CONTROL - 440

Fee: \$40.00

Location	Dates/Times	Instructor
Livingston ISD 1425 W. Grand River Howell, MI 48843 <u>Deadline: September 10, 2002</u>	Sept. 24, 25, 26, 2002 3:00 p.m. - 7:30 p.m. Please Note New Time & Dates!	Kathy Kane / Pat Murdock

Use **one form** and **one check** per class.

CLASS NAME: _____

CLASS LOCATION: _____

CLASS DATE(S): _____

Last Name			
First Name			
Social Security #			
School District Name		District #	
Home Address City, Zip			
Telephone Number	Home: () Work: () <i>NOTE: Please enter home telephone number -- it is virtually impossible to contact individuals of any cancellations through the school district when classes are held, when school is not in session (i.e., summer, inclement weather).</i>		
MSFSA Membership #	Check the type of menu planning method you use: " Food Based - Traditional " Nutrient Standard " Food Based - Enhanced " Assisted NSMP	\$	

Make checks payable to MSFSA and mail to:

Michigan Department of Education

Statewide Training Program - School Meals Program
P.O. Box 30008, Lansing, MI 48909

To complete your registration, we must receive a check or purchase order number by the deadline. You may fax this information to (517) 373-4022.

All registrations are accepted on a first-come, first-served basis. If this class is filled, the registration form and check will be returned to you. **Confirmation letters will NOT be mailed.** Assume that you are registered unless otherwise notified.

For Michigan Department of Education Use Only	Check #	" School " Personal	Amount	\$
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Statewide Training Program Multi-Registration Form

Use **one form** and **one check** per class.

Class Name: _____					SCHOOL DISTRICT:		DISTRICT NUMBER:	
Class Location: _____ _____					PHONE:			
Class Date(s): _____								
Last Name	First Name	Social Security #	Home Telephone #	Home Address (Street, City, Zip)	MSFSA #	Fee Per Student		
1								
2								
3								
4								
5								
Check the type of menu planning method you use:								
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Food Based - Traditional <input type="checkbox"/> Food Based - Enhanced </div> <div> <input type="checkbox"/> Nutrient Standard <input type="checkbox"/> Assisted NSMP </div> </div>								
Total the right-hand column and attach a separate check for this amount only. LLLLLLLLLLLLLL							\$	
MSFSA.							Make checks payable to	
<div style="border: 1px solid black; padding: 5px;"> <p>Make checks payable to <u>MSFSA</u> and mail to: Michigan Department of Education Statewide Training Program - School Meals Program P.O. Box 30008, Lansing, MI 48909</p> <p><i>To complete your registration, we must receive a check or purchase order number by the deadline.</i> <i>You may fax this information to (517) 373-4022.</i></p> </div>								

All registrations are accepted on a first-come, first-served basis. If this class is filled, the registration form and check will be returned to you. **Confirmation letters will NOT be mailed.** Assume that you are registered unless otherwise notified.

For Michigan Department of Education Use Only	Check #	<div style="display: flex; justify-content: space-around;"> " School " Personal </div>	Amount	\$
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[Copy as necessary]

38th ANNUAL FALL CONFERENCE
For School Food Service Directors and Supervisors

LOCATION: Shanty Creek Resort
Bellaire, Michigan 49615

Dates: October 23-25, 2002

Advance registration is required, as space is limited. Lodging costs are the attendee's responsibility. Conference is limited to local and ISD school administrators, food service directors, supervisors and assistant directors only. Single unit managers, head cooks and other food service personnel are not eligible to participate in this particular conference.

-----DETACH AND MAIL OR FAX-----

REGISTRATION

School Food Service Directors Conference
It's a Jungle Out There. . . School Meals Survival Skills
October 23-25, 2002
Shanty Creek Resort



Please "print" all information

Name: _____ Title: _____

Home Address: _____

School District Name: _____

Business Phone w/Area Code: _____ Fax Number: _____

Home Phone w/Area Code: _____ E-Mail Address: _____

Register me for the following:

- " Conference Only.
- " New Directors Workshop for School Food Service, Tuesday, October 22, 2002, 1:00 p.m. - 6:00 p.m. Space is limited so register early. No confirmation will be sent.

Check as applicable:

- " I am a new director.
- " This is my first Fall Conference.

Return this form by October 4, 2002 to:

Attn: School Food Service Directors Conference
Michigan Department of Education
School Meals Program
P.O. Box 30008
Lansing, MI 48909

or fax to (517) 373-4022.

Lodging Reservation Deadline (return directly to Shanty Creek): September 21, 2002.